



22. MDI RECRUITMENT POLICY AND PROCESS

Muscular Dystrophy Ireland's policy in relation to recruitment and selection is to provide equal access to employment for all and to ensure that the best person, in terms of knowledge, skills, experience and aptitude, is chosen for each position that arises.

22.1 MDI recruitment process involves completing and submitting the following;

1. MDI Application Form (**Appendix D**)
2. MDI Declaration Form (**Appendix E**)
3. Garda Enquiry Form.
4. CV.
5. 2 signed passport photographs.
6. Photocopy of passport or drivers licence.
7. Bank Details.
8. PPS Number.
9. MDI will also send a copy of the relevant Job Description with the application forms to ensure the applicant has a understanding of the work and experience that will be expected of him/her while volunteering/working with MDI

22.2 Following receipt of all the above information MDI will process the application i.e.

10. Interview – in person or by telephone.
11. MDI Volunteer Reference Form (**Appendix F**)
12. Reference check.
13. Induction Period.
14. Supervision.
15. Training.